

## ***COURT COMPLIANCE OFFICER***

### ***DEFINITION***

Under general direction, ensure compliance of Court orders and fines, fees and other financial obligations imposed by the court; obtains information on the location of persons responsible for payments; makes recommendations regarding a defendant's financial ability to pay and ensure compliance with all court orders through legal channels.

### ***DISTINGUISHING CHARACTERISTICS***

Positions in this class are assigned to the Compliance Unit, which processes a wide range of difficult and complex court ordered cases. Incumbents must be familiar with procedures, practices, policies and regulations associated with court-related matters including traffic, criminal and civil process. Incumbents interpret and apply general knowledge of overall function, activities and processes of the unit and understand general regulations governing court-ordered accounting processes.

### ***ESSENTIAL FUNCTIONS***

1. Enforcement of Court orders by direct contact, correspondence, and use of legal action or other appropriate recovery methods; interviews defendants to establish their financial capabilities; makes written or oral recommendations to the court regarding a defendant's ability to pay or comply with Court orders.
2. Reviews and verifies for accuracy financial information obtained through public or private agencies and commercial credit bureaus.
3. Develops agreements with defendants and implements payment plans and/or compliance with Court orders in accordance with established court procedures.
4. Reviews and follows-up on delinquent payment plan accounts.
5. Makes recommendations of appropriate legal action to enforce compliance of Court orders; initiates legal actions, with approval and prepares for legal proceedings.
6. Responds to inquires by the public and explains Court processes and legal actions to defendants and their attorneys.

7. Keeps and maintains records of work performed including financial records and reports, correspondence and any documents relating to compliance of Court orders.
8. Performs related duties as assigned.

### ***MINIMUM QUALIFICATIONS***

Two years of working non-compliant accounts and/or Court procedures experience. May substitute two (2) years of related education/training for one (1) year of the required experience. Or any combination of training and experience that could likely provide the desired knowledge. Proficiency in use of personal computers in a network environment is required.

#### ***Special Requirements***

A California driver's license requirement will be reviewed on a position basis in accordance with ADA regulations.

#### ***Knowledge of***

General knowledge of the methods and procedures used to enforce delinquent accounts and/or court procedures, interviewing techniques; financial record-keeping procedures; customer service procedures and proper grammar.

#### ***Ability to***

Must have the ability to enforce delinquent Court orders and analyze information and make a determination on information received from clients; research, apply and explain laws, rules, and regulations; maintain accurate records; use tact and diplomacy in dealing with the public, attorneys, staff and other agencies; deal with difficult and tense situations; interview clients and follow oral and written instructions; establish effective working relationships with supervisor, coworkers and the public.

### ***PHYSICAL CHARACTERISTICS***

Strength, dexterity, coordination and vision to use a keyboard and video display terminal on a daily basis. Hearing to communicate with the public and court staff. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of objects weighing up to 25 lbs. such as files, stacks of papers, reference and other materials. Moving from place to place within an office; some reaching for items above and below desk level.

Date Est: 2/20/07

crp